



anderson college
residential
living
handbook
1982-83

Important! Please Read!!

Carol Willis, Director of Residential Living, will be on maternity leave from August 11 - December 1. During this time Hugh Weeks will fulfill the Director of Residential Living responsibilities (see p. 2) and his office will be in the Student Development Office (ext. 211). Mitzi Winesett will fulfill the Assistant Director of Residential Living responsibilities (see p. 3) and her office will be in the 2nd floor Lawton Office (ext. 350).

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Residential Living Staff

The Department of Residential Living is responsible for the operations and programs in all residence halls. Many constitute this staff, and all dedicate themselves to assisting the students in creating a positive, educational living experience.

Residential Living Goal and Objectives

Goal:

To provide comfortable, safe, attractive and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship.

Objectives:

- I. To work closely with the Maintenance Department to see that the residence halls are maintained properly.
- II. To provide leadership through the Resident Assistants, Residence Hall Council, and Resident Advisors which promotes the creation of an atmosphere conducive to good health habits, social interaction and development, and academic pursuits.
- III. To make a conscious effort to inspire students to create and participate in academic and social programs in the residence halls.
- IV. To work closely with the Counseling Center and the Chaplain in developing programs for the residence halls.

- V. To promote and encourage out-of-class contact between faculty and students by requesting faculty to lead residence hall programs or seminars in their field of expertise.
- VI. To place the individual student in a desirable hall situation through an effective assignment program.
- VII. To assist students in solving personal problems.
- VIII. To develop in each student a sense of individual responsibility and self-discipline.
- IX. To interpret college objectives, policies, rules and regulations to students, and to interpret student attitudes, opinions, and actions to the administration and faculty.
- X. To provide an effective pre-school training program for the Residential Living staff so that they will confidently be able to reach out to those in their areas.
- XI. To provide staff meetings on a regular basis where the staff may discuss problems in their area, receive additional training, and learn to feel more like a team striving for the same basic goals.

Director of Residential Living
Ms. Carol Willis - Ext. 211

The Director of Residential Living is responsible for administering the overall residential living program for both men and women. She and her staff are responsible

for developing and maintaining a comfortable, safe, attractive environment where students can develop mentally, physically, socially, and spiritually.

Assistant Director of Residential Living
Mr. Hugh Weeks - Ext. 350

The Assistant Director of Residential Living is responsible for the day to day operations of all residence halls. He is responsible for programming in the residence halls. Mr. Weeks is the immediate supervisor of all Resident Advisors and Resident Assistants, and he is the advisor to Residence Hall Council. Mr. Weeks handles roommate problems and room changes.

Resident Advisors

Mr. Ed Bettem	Lawton Apt.	Ext. 304
Ms. Joy Bettem	Lawton Apt.	Ext. 304
Ms. Susan Coleman	Pratt Apt.	Ext. 352
Ms. Dawn McKenzie	Infirmary	Ext. 262
*Ms. Grace Melton	Denmark Lobby	Ext. 291
Mr. Terry Tritt	Rouse Apt.	Ext. 267
Ms. Tonia Newton	Denmark Apt.	Ext. 315

Resident Advisors are available when students have questions, personal problems, emergencies, or just need to talk to a friend.

A Resident Advisor is on duty each night and each weekend. While on duty the Resident Advisor supervises the Resident Assistants on duty. The duty chart is posted on the 2nd floor Lawton Office door and in the Switchboard Room of the Administration Building.

*Evening Resident Advisor (on duty Monday - Friday 4 p.m. - 11 p.m.)

Resident Assistants

Women's Area

Carla Campbell	115 Denmark	Ext. 258
(for Denmark 1, Infirmary and Gate House)		
Cathey Gressette	217 Denmark	Ext. 223
Paula Sullivan	002 Pratt	Ext. 227
Teresa Sparkman	113 Pratt	Ext. 222
Kelley Ozmint	217 Pratt	Ext. 221
Jill Stiles	207 Whyte	Ext. 346
Cathy Beale	307 Whyte	Ext. 216
Coby Segars	1X Whyte Annex	Ext. 280
Andrea McCall	A-1 Duplex	Ext. 306
(for Duplex and College House)		
Mary Bridge	Busbin Lodge Rm. 2	Ext. 354
(for Cottage, Lodge, and Kingsley Hall)		

Men's Area

Greg Ragan	101 N. Rouse	Ext. 324
Russell Rogers	201 N. Rouse	Ext. 325
Billy Collins	G-4 S. Rouse Basement	Ext. 251
Todd Robertson	101 S. Rouse	Ext. 254
Lee Smoak	201 S. Rouse	Ext. 255
Eric Taylor	105 Lawton	Ext. 295
(for Lawton 101-112)		
Myron Duncan	215 Lawton	Ext. 250
(for Lawton 113-116, 213-217)		
Thom Freeland	206 Lawton	Ext. 289
(for Lawton 201-212)		
John Tolar	306 Lawton	Ext. 288
(for Lawton 301-312)		
Darryl Pierce	318 Lawton	Ext. 270
(for Lawton 313-320)		
Todd Hadley	Whyte Basement, 4C	Ext. 347

Resident Assistants are on duty each night Sunday - Thursday 8:00 p.m. - midnight in Pratt Lobby (women) and 2nd floor Lawton Office (men). On Fridays and Saturdays an RA will be on duty. Check the duty chart which is posted on the Lawton 2nd floor office door and in the Switchboard Room of the Administration Building to see who is on duty.

Your Resident Assistant (RA) is one of your best information resources, problem solvers, and friends at AC. He/She can help you find your way around, help you get to know people, and introduce you to residence hall life. Students should contact their RA for:

1. Maintenance problems
2. Medical problems after Health Center hours
3. Personal problems
4. General information or referral to available sources
5. Ideas on developing a better residence hall program
6. Problems with getting into your room

Residence Hall Council

I. Organization

The Residence Hall Council is composed of an elected president from the women's area and one from the men's area. Also, the RA's will elect one male RA and one female RA to serve, and the Dean's Cup representatives will elect one female and one male representative to serve.

II. Function

- A. To hear appeals on violations of residence hall rules (excluding violations of the Prohibited Behavior Code).
- B. To publicize programs, elections, etc. in the residence halls.
- C. To serve as an evaluation committee with respect to programs, noise and life in general within the Anderson College residence halls.

- D. To be supportive of the residential living staff in its attempt to create an atmosphere conducive to good health habits, social interaction and development, and academic pursuits.
- E. To sponsor Christmas First Night.
- F. To be responsible for staffing scheduled Open House visitations.

Definition of College Housing

Anderson College housing includes conventional single sex residence halls as well as small living units accommodating as few as three and as many as ten students. All housing is within 1½ blocks of the campus, and one may be assigned to a room in any housing unit.

Residence Hall Life

All freshmen except those who are 1) married; 2) veterans of more than 120 consecutive days of military duty; 3) living at home with their parents or guardian; or 4) 21 years of age or older are required to live in one of the college residence halls. Exceptions to this policy must be authorized by the Director of Residential Living. Sophomores who have lived in the residence halls two consecutive semesters may reside off campus.

Learning to live in a residence hall is one of the first experiences you will face in college - it can be one of the most enjoyable. Living among students from many different backgrounds is quite interesting and educational.

Helpful Hints for Roommates

Sharing a room with someone - particularly if you do not know the other person very well - can be a great (and at times interesting) experience. The rule of thumb is to treat your roommate as you want to be treated.

Remember that your roommate is an individual; he/she may have different interests and values than you; just because you are different does not mean you are the better person.

Be friendly. No one likes to get the cold shoulder from the person he/she lives with. Chances are, your friendliness will be reciprocated.

Be understanding. Even you act irrationally at times. Try to see the motives behind your roommate's actions and help out if you can. Roommates have a unique opportunity to help each other over rough spots.

Give your roommate a little peace and quiet sometimes. Congenial conversation is nice, but it can become excessive. Everyone needs time alone.

Talk to your roommate about whatever is on your mind. If there is something about him/her that is bothering you, get it out in the open. Do not let it linger, but be tactful.

Be ready for a little healthy give and take. There will be times when neither you nor your roommate will be the ideal person with whom to live. Try to recognize each other's moods. Do not get upset over the little things.

Do not use your roommate's belongings as if they were yours. If there is something you would like to borrow, always ask.

Do your part to keep the room and bathroom clean. It is no fun for anyone to live in filth or to trip over dirty clothes on the floor.

Remember that your RA is there to help if you and your roommate need a mediator or an objective third party. The RA can suggest alternatives and help you to see your problem more clearly.

Remember that you are your roommate's roommate!!!

Your Room

Rooms for freshmen and transfer students are assigned in the order in which the room deposit payments are received.

Space is limited, but there is plenty of room for you and your roommate to arrange things the way you want. You will have a room with a bed, a desk and chair, and a dresser per person. Only venetian blinds are furnished for the windows. Some rooms house two people, some are triple rooms, and very few are single rooms.

Clothes

You will discover that the closet space in the residence hall is cramped and must be shared with your roommate. Therefore, in order to save space, you should wait until after Thanksgiving to bring your heavy winter clothes. Many students bring under-the-bed storage chests to keep shoes or extra clothes.

Most students sense how to dress appropriately for the occasion. Students should bring some dress clothes for such occasions as the President's reception at the beginning of school.

Procedure for Roommate Changes

It is natural for some conflicts to arise in any close relationship. In fact, by facing these problems and working towards a solution that creates a more pleasant situation for all, the roommates will grow. Therefore, the Residential Living staff feels that a certain amount of conflict in a rooming situation is healthy as long as each roommate attempts to resolve the problem in a positive way. There will be some situations where the roommates may never be happy together no matter how much they try. Under such circumstances, they must contact Mr. Hugh Weeks who will make a roommate change whenever possible. No room changes are to be made without the consent of Mr. Weeks. No roommate changes will be made until after two weeks of school.

Room Changes

There will be no room changes without permission from Mr. Weeks. All room changes will be handled through his office. Anyone who has permission to move to another room for the following semester must make the change before leaving for semester break.

Telephones

There are school telephones in addition to pay telephones in each main residence hall. The school telephones may be used only for on-campus calls during the hours of 8:00 a.m. - 4:30 p.m. Monday - Friday.

After 4:30 p.m. on weekdays and during weekends students may make local calls on the school phones

The pay phone numbers in the women's residence halls are:

Denmark Hall	(1st floor)	225-9140
Denmark Hall	(lobby)	225-9317
Denmark Hall	(2nd floor)	225-9376
Whyte Hall	(2nd floor)	225-9538
Whyte Hall	(3rd floor)	225-9418
Pratt Hall	(1st floor)	225-9143
Pratt Hall	(lobby)	225-9144
Pratt Hall	(2nd floor)	225-9472
Pratt Hall	(Basement)	225-9590

The pay phone numbers in the men's residence halls are:

Lawton Hall	(1st floor)	225-9318
Lawton Hall	(2nd floor)	225-9364
Lawton Hall	(3rd floor)	225-9577
North Rouse Hall		225-9434
South Rouse Hall		225-9485
Whyte Basement		225-9532

Inspection

Students are expected to maintain their rooms and bathrooms in an orderly and sanitary fashion. A walk-through inspection of rooms will be made once a week. The day and time will be announced in advance. Room inspections are carried out by the Resident Advisors.

Search and Seizure Policy

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.

2. A search of a student's room may be made by an official of Anderson College with a written search warrant from the Vice President for Student Development, Director of Residential Living, or Assistant Director of Residential Living. A Resident Advisor may sign a search warrant provided the search is not to be done in his/her own residential living complex. In emergency cases as long as there is "reasonable cause to believe" an unlawful activity or contraband is in the room, a search may be made without a warrant.
3. Any time it is necessary for local law enforcement personnel to enter a student's room, a search warrant must be presented.
4. The college official conducting a search shall be accompanied by at least one witness.
5. At least one roommate shall be in the room when a search is made.
6. If the search reveals an unlawful activity or contraband, the college official making the search shall present to a resident of the room and a witness a statement and/or itemized list of the activity or contraband. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest to what is being seized.
7. In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, due process will be given the

student as stated in the Anderson College Student Handbook.

Breakage Fees

A deposit of \$35 is required of all students living in on-campus housing. This fee constitutes a damage/loss deposit for the residence hall rooms and will be refunded, less deductions, at the end of the year. The breakage fee is only for damages which occur in the student's room and for lost keys.

If any community damages occur 10 days prior to the final exam period or thereafter, it would be impossible to follow through with the community assessment program (see page 13). Therefore, the Residential Living staff reserves the right to deduct the community assessment from the breakage fee if the guilty individual(s) cannot be identified.

Damages

1. Any resident student guilty of discharging a fire extinguisher, pulling a fire alarm when there is no fire, and/or doing malicious damage to property of the college, staff or students will receive a minimum penalty of suspension from the residence halls.
2. Students are responsible for any damages to their rooms or the furnishings of their room. The college will charge the damage to the student occupying the room or the student responsible.
3. Do not write on the walls or furnishings. Marring of the building or furnishings will be paid for by the guilty person.

No nails, thumbtacks or staples will be used on the walls or woodwork. Use only masking tape which is available in the bookstore.

4. All property of the college is inventoried. The student is responsible for the furniture in the room. No furniture will be removed from the room under any circumstances without permission from Mr. Weeks. A \$15 fine will be imposed for any violation of this rule.
5. Students are responsible for the community areas in their residence halls. These areas are the lounges, lobbies, halls, kitchens, etc. If there are any damages or items stolen in these areas and the individual responsible is not identified, the damage/loss will be prorated to all students in that area. Any student found guilty of moving lounge furniture or any other college owned furniture will be fined a maximum of \$25.
6. The procedure for Collective Assessment to community areas will be as follows:
 - a) If, after a reasonable amount of time, damage responsibility goes unidentified or unclaimed, the repair/fine expenses are split among residents in that area.
 - b) An itemized bill, payable within two weeks, is sent to the students.
 - c) If, after two weeks, payment still remains delinquent, the bill and a letter explaining the situation will be forwarded to the parents. A hold

is put on grades, transcripts and room assignment until payment is received.

7. At the end of the school year the students are expected to clean their rooms before vacating them. Anyone who fails to clean the room will be charged up to \$15.
8. Students are responsible for paying the costs of any item in their room that needs to be replaced because of damage or loss. This includes room windows, storm windows, doors (inside and out) and locks. The replacement costs and labor costs will be paid by the occupants of the room.

Room Keys

There will be a \$5 fee for having a replacement room key made during the school year. Anyone who fails to return the room key at the end of the year will be charged \$15. The keys must be returned no later than seven days after the last final exam or there will be an automatic \$15 fine.

Post Office Box Keys

Those who have a replacement post office key made must pay \$3. If one fails to return the post office key at the end of the year, he/she must pay \$5. Anyone returning the key seven days after the last final exam will still be charged \$5.

Holidays

All residence halls are closed during official college holidays (Thanksgiving,

Christmas, Spring Break, Easter) and at the end of each semester and summer school. Students are to leave campus by 4:00 p.m. of closing date and return to the halls no earlier than 3:00 p.m. on the announced opening date. Students are to vacate their residence halls within 24 hours of their last examination.

Residence Hall Responsibilities

Living in the residence hall can be quite different from living at home. Consideration for others is the keynote to responsible residence hall life. The pursuit for academic excellence is one of the main purposes of college. Therefore, quiet hours in the evening are encouraged to help the students develop good study habits.

1. Reasonable quiet is expected on the halls at all times. Absolute quiet is expected after midnight.
2. Do not hesitate to request someone to be quiet, and do not be offended if someone asks this of you.
3. Televisions, radios, typewriters, etc. should not be so loud that they disturb other residents. Music is too loud if it can be heard outside the room.
4. Cooking is not allowed in the residence hall rooms because of fire, health, and sanitation regulations. When there is evidence that electrical cooking appliances have been used in the room, they will be confiscated by a staff member. Repeated violation of this rule is cause for possible suspension from the residence halls.

5. Small compact refrigerators (2 cubic feet) are allowed. There is a charge of \$14 per year. This is to help defray the electrical use. All refrigerators must be registered with the Assistant Director of Residential Living no later than September 6. The registration slip must be taped to the top of the refrigerator.
6. Pets are not allowed in the residence hall. A \$10 fine will be imposed for any violation. Repeated violation of this rule is cause for possible suspension from the residence halls.
7. Outside doors in the women's area must not be opened after the security alarm has been set. Violation of this rule is cause of a \$10 fine. Repeated violation of this rule is cause for possible suspension from the residence halls.
8. You are responsible for notices in the Campus News (a weekly bulletin sponsored by the SGA), the student newspaper, student post office boxes and the bulletin boards. School regulations are in effect from the time you assume residence in your residence hall until you terminate your residence at the end of the school year. Any rule changes will be published in the Campus News.
9. Residence hall meetings are scheduled periodically to bring important information to you. You are required to attend these meetings.
10. You should respect the property of the college and residents and display standards of conduct which reflect consideration for members of the AC community.

11. The sprinkler system in Pratt and Denmark is extremely important in providing for the safety of each resident. The system is very sensitive and can be activated or broken if objects such as plants, clothes, posters, fishnet, etc. are hung from it. Therefore, no one should hang objects from the sprinkler system or tamper with it in any way. This includes the sprinkler system found in the hallways, rooms, or bathrooms. Anyone in violation of this policy will be fined \$10. Repeated violation of this rule is cause for possible suspension from the residence halls.

Noise in the Residence Halls

According to the 1979-80 Residence Hall Evaluation, students feel the number one problem in the residence halls is excessive noise. The Student Development staff has devised a strategy for combatting this problem.

A. Often excessive noise is caused by students participating in activities in a residence hall that are not normally in-door activities. Therefore, any student who is found skateboarding, throwing a frisbee, playing tennis, rollerskating, hitting a golf ball, or participating in a water fight within a residence hall or on the porches of Lawton will automatically be fined \$10 and receive a violation slip. This rule is established not only to eliminate excessive noise but to provide safety to our students.

B. Other excessive noise is generated by stereos, radios, televisions, and people. Whenever a student is disturbed

by noise, he/she should go to the person responsible and ask him/her to be quiet. Most of our students are reasonable people who will become quiet if they realize that they are disturbing someone.

If, however, the noise continues, a member of the Residential Living staff will be contacted. A staff member will issue a violation slip to the person(s) responsible for the noise.

No music should be played for outside entertainment because it might disturb the neighbors, classes, and/or the office workers. Violation of this rule is cause for an automatic violation slip.

When a student receives three violations during one semester, he/she will either be fined \$10 or be told to take the stereo home if all violations were stereo related. A letter will also be sent to the parents explaining the problem and that the student will most likely be told to move out of the residence hall should he/she receive another violation slip. When the fourth violation slip is issued, the student will be asked to leave the residence hall.

Any student who wishes to appeal any violation slip must do so within 72 hours. Appeal forms are available in the Student Development Office. The Residence Hall Council hears all appeals for violations.

Musical Instruments

The main purpose of the residence halls is to provide a place for students to sleep and study. In order to meet this purpose and also allow students to sharpen musical skills, the Residential Living staff has set limits on the time and place that electrical guitars with amplifiers, drums, horns or other loud instruments may be played in the residence halls. The 3rd floor Lawton lounge is the designated place to play such instruments only during the following hours:

Monday-Thursday	4:30 p.m.	-	6:30 p.m.
Friday	2:30 p.m.	-	9:00 p.m.
Saturday and Sun.	1:00 p.m.	-	9:00 p.m.

The residence halls at Anderson College do not have space required to store instruments. Students should make arrangements to store them elsewhere.

Lounges

Several lounges are available on campus for receiving and entertaining guests. The lounges are open to members of the opposite sex from 10:00 a.m. - midnight (Sunday - Thursday) and 10:00 a.m. - 1:00 a.m. (Friday and Saturday).

The lounges which are open in the men's area to women are the South Rouse, North Rouse, and Lawton 1st and 3rd floor lounges. Women are not allowed in any other areas.

The lounges which are open in the women's area to men are the Pratt, Denmark, Infirmary, Kingsley Hall, College House, Whyte Annex, and the Duplex lounges. The residents of Whyte may use the Campus Ministries lounge when Campus Ministries is not using it. Men

are not allowed in any other areas. Eating, drinking and smoking are prohibited in the Pratt and Denmark lobbies and parlors. The colonnades close to Pratt and Denmark are the areas to go with food, drinks or cigarettes. The Gate House, Lodge and Cottage also have lounges available to men.

Laundry Facilities

There are coin operated washers and dryers in the basement of Denmark, Pratt, and North Rouse. A washer and dryer are also located on 2nd floor Whyte. No irons will be furnished by the college.

Vacuum Cleaners

Vacuum cleaners may be checked out through the Resident Advisors. Students must leave their ID card when they check a vacuum cleaner out.

Fire Drills

There are several fire drills during the year. As soon as you hear a fire alarm, you immediately should:

- a. Close your windows.
- b. Take a towel.
- c. Leave the room. Shut the door behind you. Your Resident Advisor and/or Resident Assistant will check the residence hall to see that everyone is out of the room.
- d. Proceed in a quiet and orderly manner through an assigned exit to a safe distance from the building.

e. Do not re-enter the building until you are told to do so by a member of the Residence Hall staff.

Exits to Use

Denmark 1st - front door and side door (dining hall side)
Denmark 2nd - back door, front door, and side door (infirmary side)
Pratt Basement - back door and side door (gym side)
Pratt 1st - front door and side door (dining hall side)
Pratt 2nd - front door, side door (dining hall side) and back door
Whyte 2nd and 3rd - hall door nearest parking lot and out front door or hall door nearest Pratt and out back door
South Basement - back side door
South 1st - front door
South 2nd - front door
North 1st - front door
North 2nd - front door
Lawton 101-112 - stairwell nearest Kingsley Rd.
Lawton 201-212 - stairwell nearest Kingsley Rd.
Lawton 301-312 - stairwell nearest Kingsley Rd.
Lawton 113-116 - stairwell nearest Wat. Cen.
Lawton 213-218 - stairwell nearest Wat. Cen.
Lawton 314-320 - stairwell nearest Wat. Cen.
Whyte Gym Basement - door nearest tennis courts

The Assigned Areas for Students to Meet Are:

Denmark 1st - front of Denmark
Denmark 2nd - back of Denmark
Pratt basement - behind Pratt
Pratt 1st - front of Pratt
Pratt 2nd - bleachers near tennis court
Whyte 2nd - front of Whyte (near gym parking lot)
Whyte 3rd - front of Whyte (near Whyte colonnade)

South Basement - parking lot between S. Rouse
and Watkins Center
South 1st - parking lot between S. Rouse and
Watkins Center
South 2nd - front of S. Rouse
North 1st - lawn between N. Rouse and
President's home
North 2nd - front lawn of N. Rouse
Lawton 101-112 - lawn between Lawton and
Kingsley Road
Lawton 201-212 - lawn between Lawton and
Kingsley Road
Lawton 301-312 - lawn between Lawton and
Kingsley Road
Lawton 113-116 - traffic circle near Wat. Cen.
Lawton 213-218 - traffic circle near Wat. Cen.
Lawton 314-320 - traffic circle near Wat. Cen.
Whyte Gym Basement - parking lot to the side
of Gym Basement

Anyone who refuses to leave the residence hall when the alarm is sounding is risking his/her life. Any time an alarm sounds, we are to assume that there is a real fire and act accordingly. Anyone who does not cooperate will be disciplined.

Fire Alarms and Equipment

False fire alarms are serious offenses at Anderson College. A student found guilty of pulling a false fire alarm will be suspended from the residence halls as a minimum penalty and reported to the Anderson City Police who more than likely will make an arrest. The City of Anderson's fine for causing a false fire alarm is \$200. A student found guilty of tampering with the fire prevention equipment will be suspended from the residence halls as a minimum penalty.

Fires

Setting a fire on campus is reason for automatic suspension from college.

Campus Security

Anderson College hires the services of a private security company for the protection of students and college property. You can help with security by developing the habit always of locking your room and car. Anderson College cannot assume any responsibility in the event of theft in your room or car. You should check to make sure that your television, stereo, etc. are covered under your parents home-owners' insurance policy prior to bringing them to campus. You should record the serial number of items that have them. As soon as possible the student needs to contact the police if something has been stolen.

Security Curfew

The security curfew is designed to provide proper safety and security for our women resident students. The back and side doors to Denmark and Pratt and the back door to first floor Whyte are secured at 10:00 p.m. and the alarms are set at 11:00 p.m. The front doors to Denmark, Pratt, and Whyte are secured and security alarms set at midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday. Once the alarms are set, no one should enter or exit through these doors unless there is a fire. Violation of this rule is cause for disciplinary action. (See page 16).

After the closing of the women's residence halls, any woman resident student who wishes to enter or exit the main residence hall complex must go through the front door of the Administration Building. Any woman resident who wishes to enter may be required to show her ID to the security guard at the front door of the Administration Building.

Those students living in the houses not connected to the main complex are expected to keep all outside doors locked at all times.

Sign Out Procedure

We request that whenever a student leaves campus that he/she sign out by taping a note to a mirror in the room stating where he/she can be contacted (place and telephone number) in case of an emergency. Also, it is always helpful to let your roommate know where you will be.

Visitation Regulations

A resident who wishes to have an overnight weekend guest should:

1. Receive permission from the Director or Assistant Director of Residential Living for housing clearance in advance. Overnight guests are permitted Friday and Saturday nights only.
2. Linens are to be provided by the host/hostess who will accept responsibility for the guest on the campus. Guests must comply with all college regulations.
3. All visitors who are not overnight guests must leave the dorm by midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday nights.

4. Students are responsible for obtaining a guest ID from the Director or Assistant Director of Residential Living or a staff member in the Student Development Office for their weekend visitors. This slip is used so that authorized weekend visitors may enter the residence halls after security curfew.

Useful Items to Bring

1. Bed rest study pillow
2. Laundry bag
3. Alarm clock
4. Iron
5. Extension cord and 3-way plug
6. Desk lamp and reading lamp for bed
7. Coat hangers
8. Sewing kit and scissors
9. Bulletin board
10. Trash can
11. Ironing board

Getting to Know Day Students

Through your classes you should not only make friends with the resident students but also with the commuters. Anderson College has many commuters, and it is very important that they feel a part of the college. Often commuters feel alienated from the college because they do not live on campus and do not have much opportunity to participate in campus activities. Therefore, resident students are encouraged to get to know the commuters and invite them to participate in campus activities.

Marriages

Any student who changes status through marriage is expected to notify the Student Development Office prior to the event.

Married students are not permitted to live in the residence halls.

Dining on Campus

The Dining Room serves three meals a day according to the following schedule:

Monday - Friday

7:00 - 9:00	Breakfast
9:00 - 10:00	Continental Breakfast
11:00 - 1:40	Lunch
4:40 - 6:15	Supper

Saturday and Sunday

9:00 - 10:00	Breakfast
12:00 - 1:00	Lunch
4:45 - 5:45	Supper

The canteen is open Monday through Friday to serve breakfast, sandwiches, salads, ice cream, etc.

There are drink and snack machines in the main residence halls.

Health Center Regulations

1. Rice Health Center is open, with a nurse on duty, from 1:00 p.m. - 9:00 p.m. Monday - Thursday and 1:00 p.m. - 6:00 p.m. Friday.
2. On the weekends someone will be on call.
3. A college doctor will be in the Health Center each evening as needed Monday - Thursday.
4. An appointment to see the doctor must be made through the nurse.

5. Only emergencies will be handled in the Health Center after 9:00 p.m. until the Center opens at 1:00 p.m. A student must contact either a Resident Assistant, Resident Advisor, the Director or Assistant Director of Residential Living when the Health Center is not open.
6. In case of an athletic or intramural accident, a coach or the Director of Intramurals may take a person directly to the hospital for emergency treatment.
7. If a doctor recommends a person be quarantined, the parents will be notified immediately. Parents will be encouraged to take the student home for convalescence if the student lives close enough to the college so as not to cause a hardship on the parent or student. Students who live too far away will be taken care of in the Health Center.
8. A student who sees the college doctor on campus will not be billed for the doctor's services. However, if a doctor sees a student away from the campus, the student's parents will be billed unless the doctor's services are covered under the student accident insurance plan.
9. Prescriptions written by the doctor in the Health Center must be paid for by the student.

Sunbathing

Two specified areas for sunbathing are the patio over the Martin Dining Room and the grassy area between North and South Rouse. Loud music is prohibited because offices are near the patio and rooms are surrounding the Rouse sunbathing area. All trash should be placed in the provided containers.

Linen Service

In the past the National Linen Service offered linen on a weekly basis to our students. Beginning 1982-83, the service was discontinued. Students will need to furnish their own linen.

Housing Limitations

Students who reside in a residence hall should maintain the status of full-time student - no less than twelve semester hours. College housing is not available to students for more than four semesters. A resident student who drops below 12 semester hours will be asked to appear before the Housing Committee to convince the committee he/she should be allowed to remain in the residence hall for the duration of the semester. The Housing Committee has the right to require a student who drops below 12 hours to move out of the residence hall. No refund will be made on the cost of housing.

Library

The hours for the Johnston Memorial Library are:

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	1:00 p.m. - 4:00 p.m.
Sunday	6:00 p.m. - 10:00 p.m.

Dean's Cup

In the spring of 1978 the format for a new residence hall award was adopted by the Administration of Anderson College. Two awards will be given each year: one to a unit within a male residence hall and one to a unit within a female residence hall.

A brochure will be available to the students explaining ways to receive points toward the award.

Classes

Students should remember that classes are held in the Watkins Teaching Center both during the day and at night. Therefore, no one should use the parking area between South Rouse and the Watkins Teaching Center for recreation because of the possibility of disturbing classes.

Alcoholic Beverage Containers

No alcoholic beverage containers are to be on campus for any reason. This means that no one may use wine bottles, beer cans, etc. for decorations in his/her room. If any alcoholic beverage containers are found in the room, there will be a \$10 fine.

Energy Plan

Due to the energy concerns of the nation, Anderson College must cut back on the amount of fuel consumption. Therefore, we request that each student does his/her part by bringing several warm blankets and sufficient winter clothing during the cold months since we will be unable to heat the rooms to the degree students have been accustomed in the past.

Off Campus Residents

Many students live off campus but take their meals in the dining hall. These people are considered off campus residents. The main difference between these students and the dorm residents is that the OCR's live in housing not owned by Anderson College.

Public Signs

Students should not have any public owned signs in their rooms. Students are criminally liable for any signs (Stop, Yield, Street, etc.) in their rooms when taking these signs causes someone to be injured or killed. Roommates who do not steal the signs but who do nothing to see that they are returned or reported can also be held criminally liable. Staff members who see these signs and do nothing about them can also be liable; therefore, staff members will contact the police when they see such signs.

Tornado Warnings

March through June is the tornado season. It is important that students take proper action in case of a tornado warning.

A tornado watch means that weather conditions exist which are favorable for the occurrence of tornadoes. All persons should stay alert for further information.

A tornado warning is issued when a tornado has been sighted in the area and all persons should move immediately to a place of shelter.

A shelter is a structure where persons may go either to the first floor, basement, or interior hallway away from windows for protection.

The purpose of avoiding windows is to eliminate the hazard of injuries due to flying objects. Once you have gone to the basement or first floor, do not return to the upper floors.

You should avoid structures which consist of wide span ceilings such as the gym, large areas of glass and floors above the first or ground floor. In the event of a tornado warning, abandon your car and seek shelter. If you are outside, seek shelter at the nearest building or at the lowest ground depression available.

Hopefully, we will not experience a tornado warning in Anderson, but it is extremely important that we know what to do if we do have one.

Maintenance Inspection

A member of the maintenance staff will inspect all rooms once a month to make sure that the rooms are safe and maintained properly. This inspection will be performed in addition to the weekly room inspection performed by a member of the Residential Living staff.

Initiation (Hazing) Activities

Initiation activities for freshmen in the past have proven to be more than they were intended. Often initially harmless activities have led to harmful activities - emotionally if not physically. For this reason initiation activities are prohibited. Participation will lead to charges of hazing being brought against a student for participation in prohibited behavior.

Milk Crates

The South Carolina Code of Laws (1976) 39-33-1550 through 1580 specifically provides that the mere possession and/or use of milk crates which are the property of licensed milk distributors constitutes a criminal violation punishable by a fine not exceeding two hundred dollars and/or imprisonment not exceeding sixty days. These milk crates are clearly distinguishable from similar containers which are commercially available since by law each crate is required to be indelibly stamped or fixed with the name and/or trademark of the licensed distributor who is its owner.

Notes



